



2nd Annual Lovettsville Business Expo

Sunday, April 24, 2016 1:00 p.m. – 3:00 p.m.

Lovettsville Game Protective Association

16 South Berlin Turnpike, Lovettsville, VA 20180

EXHIBITOR APPLICATION & TERMS

Company Name: _____

Contact Person: _____

*Business Address: _____

**Businesses located in the Town of Lovettsville must have a current business license.*

Phone: (Business): _____ (Cell): _____

Email: _____

Website: _____

Type of space requested:

_____ Table (\$30)

_____ Booth (\$40)

_____ Outdoor space (\$30)

Up to two sentences description of your business to be used potentially during our social media promotional campaign:

Brief description of prize to be offered for the Lovettsville Business Expo Raffle:

PLEASE MAKE A COPY OF THIS APPLICATION & TERMS FOR YOUR REFERENCE / TAX RECORDS.

Signed application and check made payable to the Town of Lovettsville are due by close of business on **Monday, April 11, 2016**. Late fee of an additional \$15.00 is due if application & payment are received between April 11th and April 24th.

Please write "2016 Biz Expo" in the memo line. Mail this application and check to:

Town of Lovettsville
Attention: We're In Committee
P.O. Box 209
Lovettsville, VA 20180

Inside the Game Club, 9 booths and 16 tables are available.

Outside the Game Club, 20 spaces will be available for expo exhibitors.

EXHIBITOR (NON- RESTAURANT)

- **Exhibit Fee: \$30.00 INSIDE TABLE / \$40.00 INSIDE BOOTH / \$30.00 OUTSIDE SPACE**
- Checks only accepted.
- Please check if you require electricity for your exhibit space. (*Available at Booths only)_____
- Wireless connections are not available; however, if needed, use of cell phone wifi hotspots are encouraged.

RESTAURANTS, BAKERIES, CATERERS

- **Exhibit Fee: \$20.00 TABLE / \$30.00 BOOTH/** Checks only accepted.
- Please check if you require electricity for your exhibit space. (*Available at Booths only)_____
- Wireless connections are not available; however, if needed, use of cell phone wifi hotspots are encouraged.
- Giveaway of FREE samples of foods are permitted and encouraged.
- This application secures your exhibit space, and will assure your business information will be printed in the 2015 Business Expo map and all literature. Should you submit application AFTER March 7th, you are not guaranteed a space in the literature or map.

TERMS & CONDITIONS:

1. There are no refunds of application fees once submitted.
2. This expo is intended to be a "Meet & Greet" opportunity showcasing for-profit businesses.
3. Exhibitors should plan to demonstrate services, provide information, hand out business cards and literature, promote their products and services, give away samples/coupons, and schedule further appointments with potential customers/clients.
4. *Exhibitors are not permitted to sell their products or services at this location.
5. All exhibitors, including restaurants, will be required to contain their display and solicitation materials to their assigned space and safely under the tables.
6. Exhibitors requiring a larger exhibit space may purchase two spaces.
7. All exhibitors agree to follow any instruction from Town of Lovettsville representatives and Lovettsville Game Protective Association representatives as to assigned space, safety and fire regulations.
8. If applicable, restaurants, bakeries and caterers must obtain a Loudoun County Health Dept. Food Permit and present a copy with application.
9. Each BOOTH space measures 8'x13' and each TABLE space measures 8'x8'
10. Exhibitors will be provided 1 table & 2 chairs for **indoor** spaces or booths only. Exhibitors requiring electricity will be assigned a BOOTH on a first-come, first-served basis.
11. Exhibitors are responsible for their own table skirts, coverings and displays.

12. Doors open at 11:00 am for exhibitors to set-up. Exhibitors must be ready for the doors to open at 1:00 p.m. to the public.
13. Exhibitors arriving after 12:45 p.m. will be denied access. No refund will be given.
14. Each business is asked to provide 1 item to offer in the raffles at the expo. The name of the business will be announced along with the prize via social media promotions and at the expo so that your business can be given additional recognition.
15. All exhibitors **MUST** be set up for the entire operating hours of the expo from 1:00 p.m. to 3:00 p.m..
16. Breakdowns of the exhibits must be completed by 4:30 p.m.

I certify that the information furnished on this application, is true to the best of my knowledge. I hereby hold harmless the Town of Lovettsville, the Lovettsville Game Protective Association, their agents, and/or employees, of any liability for damage, cost, injury or loss to any person or goods from any cause whatsoever during the Business Expo.

Printed Name: _____ Date: _____

Signature: _____

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For office use:

Date Application and fee received: ____/____/2016 Received By: _____

Check #: _____ Fee Amount: \$ _____